

# State of Nevada Technical Standards Committee (TSC)

## Meeting Minutes

**Meeting Name:** State Technical Standards Committee  
**Recorder:** Sherri McGee  
**Facilitator:** Terry Savage/Dave McTeer  
**Date:** April 27, 2006  
**Time:** 10:00 AM - 11:30 AM  
**Location:** IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

### Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	<a href="mailto:tsavage@doit.nv.gov">tsavage@doit.nv.gov</a>	X
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	<a href="mailto:dmcteer@ifs.state.nv.us">dmcteer@ifs.state.nv.us</a>	
James Brady	Dept of Information Technology	775.684.5891	<a href="mailto:jfbrady@doit.nv.gov">jfbrady@doit.nv.gov</a>	
Chuck Conner	Dept of Motor Vehicles	775.684.4578	<a href="mailto:cconner@dmv.state.nv.us">cconner@dmv.state.nv.us</a>	
Shawn Curby	Dept of Information Technology	775.684.4319	<a href="mailto:scurby@doit.nv.gov">scurby@doit.nv.gov</a>	
Jeff D'Amario	Public Utilities Commission	775.684.6192	<a href="mailto:jdamaro@puc.state.nv.us">jdamaro@puc.state.nv.us</a>	
Chris DeSocio	Public Employees Benefits	775.684.7000	<a href="mailto:cdesocio@peb.state.nv.us">cdesocio@peb.state.nv.us</a>	
Lon DeWeese	Housing Div	775.687.4258	<a href="mailto:nhd@nvhousing.state.nv.us">nhd@nvhousing.state.nv.us</a>	
Eric Dugger	Legislative Council Bureau	775.684.6810	<a href="mailto:edugger@lcb.state.nv.us">edugger@lcb.state.nv.us</a>	
Chris Finnegan	Dept of Information Technology	775.684.7348	<a href="mailto:cwfinnegan@doit.nv.gov">cwfinnegan@doit.nv.gov</a>	X
Joseph Gallegos	Attorney General	775.684.1128	<a href="mailto:jpgalleg@ag.state.nv.us">jpgalleg@ag.state.nv.us</a>	
Stan Gillie	Dept of Taxation	775.684.2112	<a href="mailto:sgillie@tax.state.nv.us">sgillie@tax.state.nv.us</a>	
Jack Harris	Dept of Information Technology	775.684.7379	<a href="mailto:jharris@doit.nv.gov">jharris@doit.nv.gov</a>	X
Ted Hendricks	Public Works	775.684.4147	<a href="mailto:THENDRICKS@spwb.state.nv.us">THENDRICKS@spwb.state.nv.us</a>	
Ernie Hernandez	Health Div	775.684.5923	<a href="mailto:ehernandez@nvhd.state.nv.us">ehernandez@nvhd.state.nv.us</a>	
Dana Hines	Library and Archives Division	775.684.3370	<a href="mailto:dlhines@clan.lib.nv.us">dlhines@clan.lib.nv.us</a>	
Tony Injayan	Purchasing Div: Administration	775.684.0176	<a href="mailto:tinjayan@purchasing.state.nv.us">tinjayan@purchasing.state.nv.us</a>	X
Chris Ipsen	Health Div	775.684.4230	<a href="mailto:cipsen@nvhd.state.nv.us">cipsen@nvhd.state.nv.us</a>	
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	<a href="mailto:comishnr@fyiconsumer.org">comishnr@fyiconsumer.org</a>	
Otto Lynn	Div of Child and Family Services	775.687.9020	<a href="mailto:odlynn@dcfs.state.nv.us">odlynn@dcfs.state.nv.us</a>	
Anthony Marcin	Office of the State Treasurer	775.684.5761	<a href="mailto:acmarcin@nevadatreasurer.gov">acmarcin@nevadatreasurer.gov</a>	
Teri J. Mark	Library and Archives Div	775.684.3323	<a href="mailto:tjmark@clan.lib.nv.us">tjmark@clan.lib.nv.us</a>	
Dorothy A. Martin	Dept of Transportation	775.888.7750	<a href="mailto:dmartin@dot.state.nv.us">dmartin@dot.state.nv.us</a>	
Jon Mathews	Dept of Information Technology	775.684.5843	<a href="mailto:jmathews@doit.nv.gov">jmathews@doit.nv.gov</a>	
Sherri McGee	Dept of Information Technology	775.684.5856	<a href="mailto:smcgee@doit.nv.gov">smcgee@doit.nv.gov</a>	X
Glenn Meyer	Welfare Division	775.684.0580	<a href="mailto:gmeyer@welfare.state.nv.us">gmeyer@welfare.state.nv.us</a>	X
Lorraine T. Newlon	Div of Consumer Affairs	702.486.9777	<a href="mailto:lnewlon@fyiconsumer.org">lnewlon@fyiconsumer.org</a>	
Dan O'Barr	Dept of Correction	775.887.3271	<a href="mailto:dobarr@doc.nv.gov">dobarr@doc.nv.gov</a>	X
Randy Potts	Dept of Information Technology	775.684.5625	<a href="mailto:rpotts@doit.nv.gov">rpotts@doit.nv.gov</a>	
Rex Reed	Conservation & Natural Resources	775.687.3600	<a href="mailto:rexreed@dcnr.nv.gov">rexreed@dcnr.nv.gov</a>	X
Grant Reynolds	Dept of Administration	775.687.4250	<a href="mailto:kgreynolds@ifs.state.nv.us">kgreynolds@ifs.state.nv.us</a>	
Lani Smith	Secretary of State	775.684.4800	<a href="mailto:lssmith@sos.nv.gov">lssmith@sos.nv.gov</a>	
Dave Stewart	Dept of Employ, Training, Rehab	775.684.3943	<a href="mailto:dnstewart@nvdepr.org">dnstewart@nvdepr.org</a>	
Dan Stockwell	Dept of Information Technology	775.684.7300	<a href="mailto:stockwel@doit.nv.gov">stockwel@doit.nv.gov</a>	
Andrew Tucker	Gaming Control Board	775.684.7715	<a href="mailto:atucker@gcb.nv.gov">atucker@gcb.nv.gov</a>	
Ray Watley	Dept of Motor Vehicles	775.684.4636	<a href="mailto:rwatley@dmv.state.nv.us">rwatley@dmv.state.nv.us</a>	X

## ***State of Nevada Technical Standards Committee (TSC)***

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### **Guest Attendees**

<b>Name</b>	<b>Agency</b>	<b>Telephone</b>	<b>E-Mail Address</b>	

### **DISCUSSION HIGHLIGHTS**

1. **Approval of March 2006 Meeting Minutes:** Approved the March TSC minutes.

3. **Status Update for NITOC Approvals:**

***Email Standard*** – NITOC wanted the Financial Impact Statement before approving. The Financial Impact Statement has not been created yet due to the need to refine the process of creating impact statements. Terry will be putting a committee together to create a more streamlined analysis for impacts.

***Software Standard*** – The software standard and impact statement was approved by NITOC and is waiting for the final approval process by ITSPC.

***Desktop/Laptop Hardware Standard*** – The Desktop/Laptop Hardware standard and impact statement was approved by NITOC and is waiting for the final approval process by ITSPC.

***Server Hardware Standard*** – NITOC wants the Server Hardware standard to be re-addressed to refer only to windows based servers. This standard has been sent back to the committee.

4. **Standards for TSC Approval to send to NITOC:**

The committee voted and approved the Database Standard to send to NITOC

5. **Sub-Committee Reports:**

***Storage Standard*** – Should have a draft by next meeting

***Backup and Recovery Standard*** – Reviewing current Security backup and recovery documents and policies before wrapping up.

***Content Management Standard*** – NERC needs to write policy on content management before a content management technical standard can be written.

***Computer Network Standard*** – Dan O'Barr may have something for the committee by the next meeting.

6. **Selection of New Standards:**

The committee reviewed the list of potential standards to be developed and made some changes and comments. The list will be re-prioritized at the next meeting.

## ***State of Nevada Technical Standards Committee (TSC)***

### Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to address the first round of Standards development	Need to have focused groups to develop standards by the January time-frame for the upcoming budget process	08/25/05
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05
9	The Committee agreed to extend the standards completion timeline	To allow time for review of standards by the TSC	11/16/05
10	The Committee approved the Email Standard	To send to NITOC for final approval	12/22/05
11	The Committee approved the Authentication Standard	To send to NITOC for final approval	12/22/05
12	The Committee approved the Hardware Standard	To send to NITOC for final approval	12/22/05

### Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Closed	10/27/05
4	08/25/05	Develop the Database Standard	Dan Stockwell	Open	
5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Closed	01/30/06
6	08/25/05	Develop the Backup and Recovery Standard	Joe Gallegos	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Open	
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	

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<b>Item No.</b>	<b>Date Opened</b>	<b>Description</b>	<b>Assigned To</b>	<b>Status</b>	<b>Date Closed</b>
10	08/25/05	Update the Software Standard	Tony Injayan	Closed	03/23/06
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Closed	03/23/06
12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Closed	03/23/06
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	
14	10/27/05	Develop Technical Standards Dictionary. This will be an agenda item for the next meeting.	Terry Savage	Closed	01/01/06
15	10/27/05	Sherri McGee will draft specifications on how to set standards.	Sherri McGee	Closed	11/16/05
16	11/16/05	Investigate why some (Policies, Standards and Procedures) PSPs deviate from the template and report back to the Committee on format issues.	Sherri McGee	Closed	11/21/05
17	11/16/05	Provide a definition for "agency" in the State of Nevada	Sherri McGee	Closed	11/21/05
18	11/16/05	Distribute information on Massachusetts ODF Standard	Sherri McGee	Closed	11/21/05
19	11/16/05	Get update from Chris Ipsen on Storage standard progress	Sherri McGee	Closed	11/21/05
20	12/22/05	Sherri McGee will distribute the ITSPC Glossary to the committee	Sherri McGee	Closed	01/10/05
21	12/22/05	Get Security approval for changes to the Backup standard	Sherri McGee	Closed	01/30/06
22	03/23/06	Committee to be formed to address Financial Impact Statements	Terry Savage	Closed	03/10/06